

APPENDIX C

GUIDELINES ON RESPONSIBILITIES AND SIGNATURE AUTHORITY

C-1. The Commanding General (CG) or the Deputy Commanding General (DCG) will sign:

- a. Correspondence pertaining to highly significant subjects and broad policy matters, which the staff considers of such importance as to warrant personal approval/signature; and correspondence of significant interest as personally indicated by the CG.
- b. Actions on operational matters of broad or major significance requiring DCG approval.
- c. Correspondence to the Secretary of Defense; Secretary of the Army; Assistant Secretaries of Defense and Army; and heads of other Military Departments and Government agencies, other than routine information or operational matters, unless in the form of a personal request to the CG or DCG.
- d. Replies to correspondence from the White House, Senate and House leaders, Chairman of Senate and House committees, and State Governors addressed to the CG or DCG by name and requiring CG or DCG approval.
- e. Final HQUSACE action on reports of Mississippi River Commission, and Coastal Engineering Research Board.
- f. Answers to letters of invitation personally addressed to the CG or DCG (coordination with Public Affairs is mandatory).
- g. Documents, which by higher authority, directive or law require the signature of the CG or DCG.
- h. Awards, letters, certificates and other such items or documents in accordance with guidance from the CG or the DCG.
- i. Correspondence or agreements that accept new missions and functions without offsetting funds and personnel ceilings.

C-2. The Chief of Staff (CS) will sign:

- a. Interim and final replies to congressional correspondence prepared in separate offices.

b. Correspondence to the Secretary of Defense; Secretary of the Army; Assistant Secretaries of Defense and Army; and heads of other Military Departments and Government agencies prepared in separate offices, except as noted in paragraphs C-1 above and C-3 below.

c. Documents and correspondence as directed by the CG and DCG.

C-3. The Directors, Chief Counsel, and the Engineer Inspector General will sign or delegate responsibility to sign (see also Paragraph C-10 below):

a. Correspondence prepared in their offices, except as noted in paragraphs C-1 and C-2 above.

b. Interim and final replies to White House and congressional correspondence referred to their offices for action.

c. Interim and final replies to congressional correspondence prepared in their offices, except as described in paragraphs C-1d and C-2a above.

d. Correspondence prepared in their offices to the Secretary of Defense; Secretary of the Army; Assistant Secretaries of Defense and Army; and heads of other Military Departments and Government agencies except as described in paragraphs C-1c and C-2b above.

e. Other correspondence as directed by the Executive Office.

C-4. The Director, Civil Works, or in his absence his deputy, will sign transmittal slips and initial reports on proposed legislation relating to Civil Works activities, subject to prior staff review by Chief Counsel.

C-5. Chiefs of Separate Offices will sign, or delegate responsibility to sign, correspondence written in their offices, except as described in paragraphs C-1 and C-2 above.

C-6. The Director, Resource Management will sign replies to congressional correspondence involving USACE realignments, reductions, and reorganizations; commercial activities program matters; entitlement questions affecting the pay of Corps personnel and related matters; information and automation resource inquiries and other continuing functions or special projects assigned to Resource Management, except as described in paragraphs C-1 and C-2 above.

C-7. The Director, Military Programs will sign all general officer correspondence addressed to Military Programs, all technical correspondence to boards, organization, and societies for which he is the USACE representative, correspondence providing the Major Subordinate Command

policy and guidance in the execution of Military Program projects, and correspondence addressing the programming and reprogramming of Military Construction, Army (MCA) projects.

C-8. The Chief Counsel, or in his/her absence his/her deputy, will sign transmittal of reports on proposed legislation relating to Corps activities, except as noted in paragraph C-5 above.

C-9. The Director, Research and Development will sign directives to USACE R&D Laboratories, including approvals/denials of commanders/directors' requests.

C-10. Denials of requests or recommendations personally signed by a USACE Commander will be prepared for the signature of the Director, Military Programs; Director, Civil Works; Director, Research and Development; DCG or CG as appropriate. This guidance does not apply to actions or documents which, under law or specific administrative direction or authority requires the signature of the Commander and the subsequent approval or administrative signature action by HQUSACE staff levels other than those indicated in preceding paragraphs.

C-11. Signature authority to sign correspondence and official documents "FOR THE COMMANDER" is delegated to the Deputy Commander, Chief of Staff, Directors and their Deputies, and Separate Office Chiefs except as noted in paragraphs C-1 and C-2 above, and in Appendix D. Use of an authority line indicates that the correspondence is a completed staff action which reflects the will of the Commander.

C-12. The authority "FOR THE COMMANDER" may be further delegated with the written approval of the Chief of Staff (CS). Request to delegate signature authority to other individuals will be submitted to the CS via a decision memorandum. This memorandum will include the name and position of the individual to be granted authority and a listing of the types of correspondence to be signed.